

**Amendment #1**

**IFB # 09-27-005**

**Temporary Agency Casual Laborer Employee Services for DHCD**

The purpose of this Amendment is to amend and clarify certain information contained in the above named Information for Bid (IFB). All information contained herein is binding on all bidders who respond to this IFB as provided for in Section 1.9 of the above named IFB.

The following changes/additions are listed below; new language has been underlined and marked in bold (i.e., **word**) and deleted language has been marked with a strikeout (i.e., ~~word~~).

1. Amend Section 1.14 of the IFB:

**1.14 Small Business Reserve Procurement**

This is a Small Business Reserve Procurement for which award will be limited to certified small business vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§ 14-501 - 14-505, Annotated Code of Maryland, and who are registered with the Department of General Services Small Business Reserve Program are eligible for award of a contract.

A "Small Business" is a business, other than a broker, that meets the following criteria:

- The business is independently owned and operated;
- The business is not a subsidiary of another business;
- The business is not dominant in its field of operation;
- The wholesale operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of **\$4,000,000** ~~\$2,000,000~~ in its most recently completed 3 fiscal years;\*
- The retail operations of the business did not employ more than 25 persons, and the gross sales of the business did not exceed an average of **\$3,000,000** ~~\$2,000,000~~ in its most recently completed 3 fiscal years;\*
- The manufacturing operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;\*
- The service operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of **\$10,000,000** ~~\$2,000,000~~ in its most recently completed 3 fiscal years;\*
- The construction operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years;\* **and**

**• The architectural and engineering operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$4,500,000 in its most recently completed 3 fiscal years.**

**\*If a business has not existed for three years the gross sale average is computed for the period of the business's existence. For newly formed businesses the determination will be based upon employment levels and projected gross sales.**

Date Issued: March 10, 2009

By: Ann Goldman  
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